

## **CHAPTER 6.00 - SCHOOL ADMINISTRATION**

### **6.04\* - Certification of Administrative, Instructional, and Non-Degreed Vocational Personnel**

#### **POLICY**

No person shall be employed or continued in employment if he/she does not hold or is ineligible to hold a Florida Educator's Certificate, a local certificate, or a certificate issued by a Florida school district that has a reciprocal agreement with the School District or holds a professional license. However, a person may be employed under emergency conditions, pursuant to Florida Statutes 1012.24, or may qualify as non-certificated instructional personnel pursuant to School Board rule. The staff member shall be responsible for maintaining a valid certificate.

1. The Superintendent shall designate a certification contact person to work directly with the Bureau of Educator Certification, Florida Department of Education, to assist personnel with certification issues.
  - a. If an individual employed by the District does not achieve a passing score on any subtest of the general knowledge examination, the District must provide information regarding the availability of state-level and district level supports and instruction to assist in achieving a passing score.
  - b. Information must include state-level test information guides, school district test preparation resources and preparation courses offered.
2. An individual nominated for an instructional position shall be properly certificated, be eligible for certification, meet conditions prescribed in State Board of Education rules or qualify for employment or re-employment as a non-degreed vocational education or adult education teacher based on School Board rule.
3. Pursuant to Sections 1012.39, 1012.55 and 1012.57, employment of temporary instructors, teachers of adult education, non-degreed teachers of career education, adjunct educators, career specialists, and experts in the field, each school district will establish the minimal qualifications for the issuance of \*\* County Public Schools Certificates. Such certificates establish eligibility for employment, but do not confer a right to employment.
  - a. The School Board defines an adjunct educator as a teacher who has expertise in the subject area to be taught. A teacher shall be considered to have expertise in the subject area to be taught if the teacher demonstrates sufficient subject area mastery through passage of a subject area test. The district is permitted to issue adjunct certificates to qualified applicants.

## **CHAPTER 6.00 - SCHOOL ADMINISTRATION**

- b. Adjunct certificate holders should be used primarily to enhance the diversity of course offerings offered to all students.
- c. Adjunct teaching certificates issued for full time teaching positions are valid for no more than three (3) years and are nonrenewable.
- d. The School Board has the authority to issue School District Certificates to full-time and part-time non-degreed vocational education teachers. Non-degreed vocational instructional personnel are those whose qualifications are established on the basis of six (6) years occupational expertise in the area of Agriculture, Business, Health Occupations, Home Economics, Industrial, Marketing and Public Service Education, and who are assigned to teach only vocational courses when the Course Code Directory specifies non-degreed vocational instructors are appropriate. (a) The following types of full-time certificates shall be issued at the non-degreed vocational level:
  - 1. Non-degreed instructional personnel will be issued a three (3) year Temporary Certificate upon receipt of fingerprint clearance from the Florida Department of Law Enforcement (FDLE) and the Federal Bureau of Investigation (FBI)
  - 2. A five (5) year Professional Certificate will be issued when all requirements have been completed as specified for a Professional District Vocational Certificate.
  - 3. To renew a valid Professional District Vocational Certificate, official transcripts must be filed with the appropriate renewal form showing six (6) semester hours of college credit which includes three (3) semester hours specific to each area on the certificate. One hundred twenty (120) in-service points shall be considered equivalent.

STATUTORY AUTHORITY: 1001.41, 1012.22, 1012.23, F.S.

LAW(S) IMPLEMENTED: 1001.43, 1011.60, 1012.24,  
1012.54, 1012.55, 1012.56,  
1012.57F.S.

STATE BOARD OF EDUCATION RULE(S): 6A-1.0501, 6A-1.0502, 6A-1.0503

HISTORY: ADOPTED: 06/17/97

REVISION DATE(S): 11/17/98, 12/03/02,  
05/06/03, 12/10/19

FORMERLY: